



# CITY OF GENEVA OVERTIME USE 2024

	General Fund Overtime Expenses				Water Fund	Sewer Fund
	Fire	Police	DPW - Highway	DPW - Buildings & Grounds	DPW - Water	DPW - Wastewater
<b>As of 9.1.2024</b>	\$25,784	\$146,915	\$43,603	\$19,078	\$53,557	\$14,156
<b>2024 Budget</b>	\$40,000	\$255,000	\$63,118	\$15,300	\$90,780	\$39,780
<b>2023 Actual</b>	\$39,450	\$255,000	\$40,059	\$13,981	\$90,264	\$44,138
<b>2022 Actual</b>	\$45,840	\$317,335	\$60,361	\$14,442	\$88,237	\$37,091

## WHEN DO DEPARTMENTS USE OVERTIME?

Departments each use overtime for a variety of purposes. The three departments that utilize overtime regularly are Police, Fire, and Public Works. Below are the details on why they would use overtime.



### Police Department

**Court appearances:** Officers are routinely commanded by court to appear for testimony. This is often not during their assigned work hours. This is also contractual. The minimum amount the city pays is 3 hours per court appearance.

**Call out:** Certain events will require us to call in officers prior to their shift, after their shift, or on a day off. Some examples would be a critical incident such as a shooting, we will often times have to call in officers to assist due to our staffing levels and not always receiving additional support from the Ontario County Sheriff or New York State Police. Other times would be call volume, if we have multiple arrests or officers “tied up” on calls for service and calls are backing up, the Sergeant will make the call on whether to call someone in early to assist. Lastly, some officers have special skills or certifications which would require us to call them when they are not at work (Spanish speaking translations, evidence technician, Drug Recognition Expert, etc)

**Shift Shortages:** When we have shortages in staffing, overtime can be utilized. In the past year we have had shortages in the Chief/Lieutenant position, and also have been running short with Sergeants. Currently, we have 2 vacant Sergeant positions. Our 4 Sergeants are trying to cover 3 different shifts. We also have 4 individuals on training, and one out on long term medical. If we were full staffed, we would be operating at a minimum recommended number.

**Complaints:** If an officer has an arrest near the end of his assigned shift, it is that officer’s responsibility to complete the arrest prior to leaving. Completion of that arrest includes completing the booking process, transporting the individual to the hospital if needed, transporting to centralized arraignment, transporting to the Ontario County Jail. Cases cannot be “handed over” to another officer as it is important to maintain the integrity of the case and chain of custody of any evidence, etc. Additionally, on most days we are operating at minimum staffing on every shift. When possible, we do have officers from another shift assist with a transport if needed to reduce overtime.

**Special Events:** There are some special events which happen in the city which, without police assistance, could pose serious public safety risks. Cruising Night is an example, which if police

were not present and detailed for, could pose a serious safety risk. Many events are related to traffic details for events impacting our traffic flow. This year, we had the solar eclipse which also caused 17.5 hours of overtime. This was necessary due to the anticipated number of people the city was expecting. Some special events reimburse for over-time expenses, and this is something we are looking to expand upon in the future.



## Fire Department

**Shift Coverage:** If a firefighter is absent due to illness, injury, vacation, or any other leave, another firefighter might need to cover the shift through overtime.

**Emergency Incident Call Back:** Large-scale emergencies or incidents that require additional personnel, such as fires, accidents, or natural disasters, often result in extended shifts or additional staffing on overtime.

**Training:** Sometimes firefighters are required to undergo mandatory training, which can take place outside of their regular shift schedule. Overtime may be used to compensate for the additional time.

**Special Events:** Provide coverage for special community events, parades, or festivals, requiring additional firefighters on duty.

**Backfilling for Minimum Staffing:** If the department is short-staffed due to vacations or injuries, overtime is used to ensure enough personnel are on duty to meet safety standards.

**Apparatus Maintenance:** Firefighters may need overtime for maintaining equipment, vehicles, and firehouses, especially if this work extends beyond normal working hours.

**Community Outreach and Events:** Public education, fire prevention programs, or community events, overtime may be used to ensure adequate staffing for these efforts while still covering regular fire suppression duties.

**Mandatory Training:** In-service training on new firefighting techniques, tools, or safety regulations often happens outside normal shift hours. Overtime ensures firefighters are compensated for additional time spent training.

**Standby for Inclement Weather (or other anticipated event):** Overtime might be used when there are heightened risks (such as during storms or extreme weather events), requiring additional staff on standby or active duty.

**Collective Bargaining Agreements:** Sometimes, the use of overtime is governed by collective bargaining agreements, where firefighters receive overtime pay after working a certain number of hours or for specific conditions like holidays or hours in a cycle.

**Annual Physical Exams:** Firefighters are required to have an medical physical every 1, 2 or 3 years based on age.



## Department of Public Works

Contractual obligations provided in the collective bargaining agreements under Articles XVIII and XIX that are in place for all staff. Consistent with the Federal Fair Labor Standards Act, City employees who are eligible for overtime compensation are paid for work performed.

Please note: Contracts allow for overtime work to be voluntary and there is no discrimination against any employee who declines to work overtime.

Water and Waste Water Treatment Plants and Maintenance: Overtime funds are used by both plants and maintenance divisions when labor is performed outside of the scheduled typical working hours consisting of forty (40) hour weeks eight (8) hours per day of Monday through Friday 7:00am-3:30pm inclusive.

### Scheduled Circumstances

The Water Treatment and Waste Water Treatment Plant staff follow USEPA/NYSDEC/NYSDOH regulations that require daily laboratory testing, monitoring and reporting which must be completed everyday including holidays and weekends.

The Highway, Sewer, Water and Buildings Grounds Maintenance staff support planned community events, perform street cleaning, debris pickup, snow plowing and de-icing, cemetery and park preparation along with burials and cremations.

### Unscheduled Circumstances

Water Treatment and Waste Water Treatment Plant staff at times, must respond 24/7 to weather emergencies, equipment failures, operational alarms from the SCADA monitoring system, and any other events which may cause the treatment plant reasons to not meet USEPA, NYSDOH and NYSDEC compliance regulations.

Maintenance staff must respond 24/7 to extraordinary emergencies, extreme weather events, public health concerns, utility failures, unsafe pedestrian and vehicle conditions and building service issues.

## DO DEPARTMENTS RECIEVE OVERTIME REIMBURSEMENTS FROM OTHER AGENCIES?



### Police Department

Organized Crime Drug Enforcement Task Force (OCDETF)- A large number of overtime in 2024 was caused by a recent long term investigation which our detective bureau was a part of. This task force was eligible for federal reimbursement through the OCDETF. Presently, the city will be reimbursed for **\$14,463.07 in 2024.**

Stop DWI/Grants: We currently receive \$6,500 in NYS High Visibility Enforcement Campaign (HVEC) grant funding for DWI enforcement. This grant goes from 10/1/2023-9/30/2024. We have spent the full \$6,500 and was increased by another \$2,500 due to our participation and enforcement efforts. The dates that this money is usable is for special holidays and events such as Labor Day, Halloween, Christmas, New Years, Super Bowl, St Patrick's Day, 4/20, Memorial Day, July 4th, and the 100 days of Summer. We also receive an additional \$4,500 in Stop DWI monies which can be used for DWI related equipment and OT details. We also participate in the

Governor's Traffic Safety Council (GTSC) police traffic services (PTS) grant funds. Officers assigned to these details are on overtime which is reimbursed by the state. Currently, we received **\$4,340** from the state. This number is expected to be around \$6,500 next year, pending GTSC approval.

HWS Events: This year, we only participated in a few overtime details with HWS, resulting in around 20 hours of overtime. We recently partnered back up with HWS to perform HWS details on Friday and Saturday nights from 11am - 2am to help address quality of life issues in the areas of off-campus housing.



### Fire Department

Overtime is often reimbursed for event specific items. In 2024, the Ironman Race reimbursed the fire department for 8 hours or +/- \$2,000.



### Department of Public Works

Our Industrial User Agreement with Henkel Corporation requires Henkel corporation to reimburse for overtime testing and monitoring sewage waste. Approximately \$2,400 per year.

IE, FEMA approves funding for declared disasters, some overtime work related to temporary restoration or mitigation of accepted damage inventories, can be requested for reimbursement. Approximate accrued was July 9-10, 2023 Storm +/- 120 Hours or +/- \$9,000 and the August 9, 2024 Storm +/- 120 Hours or +/- \$9,000. We are still negotiating with FEMA for July 2023 storm and are beginning to declare the losses on the August 9, 2024 storm.

## WHO DETERMINES THE NEED FOR OVER-TIME STAFFING?



### Police Department

The on-duty supervisor determines if there will be someone held over for OT, called in early, or called out to assist with an investigation. Most of the remainder of overtime is supervised by the Lieutenant's of their respective subordinates. I have final authority and review overtime every payroll period.



### Fire Department

The Chief, Deputy Chief, or Assistant Chiefs communicate and determine if there is a need for overtime.



### Department of Public Works

The DPW Director communicates with Plant Operators and Supervisors to determine if overtime authorization is appropriate or inappropriate. Consideration is given to restricting the authorization of overtime to emergency situations and not authorizing overtime for work that can be deferred without significant consequence.

Plant Staff - WWTP and WTP follow the direction of the Chief Plant Operator

Maintenance Staff - follow the direction of the Labor Supervisors

## WHAT OTHER TOOLS DOES THE DEPARTMENT USE IN ADDITION TO OVERTIME TO MANAGE STAFFING?

### Police Department



Officers can elect to receive comp time in lieu of overtime/court time, unless specifically told otherwise. Comp time can be used to take the day off, or hourly during their shift. This time off request must be approved by a supervisor, and will NOT cause overtime. Officers are able to roll over up to 10 hours a year. They are to be paid out for any remaining comp time, which is contractual. Departmental comp time total year to date is 436 hours (157 is from one officer who has not used any comp time yet this year). The average comp time for an officer is around 5-15 hours. Officers tend to roll over the max allowed comp time at the end of the year.

### Fire Department

The collective bargaining agreement does not allow for compensatory time to be utilized.



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### Department of Public Works

The collective bargaining agreement for both Public Works Units, allows for Compensatory Time to be accrued, used and paid out at the rate of time and one-half in lieu of overtime payment. Employees may not maintain more than 40 hours of compensatory time at any time. Each employees' hours vary. Staff will use comp time either as requested paid time off or lump sum annual payout for unused accrued time.

